



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: **ASSOCIATE ENERGY SPECIALIST (TED)**
(Will consider an Energy Analyst)

TENURE: **PERMANENT**

TIME BASE: **FULL TIME**

SALARY: **ASSOCIATE ENERGY SPECIALIST I (TED)** **\$4,997.00 - \$6,210.00**
ENERGY ANALYST **RANGE A: \$3,199.00 - \$3,917.00**
RANGE B: \$3,464.00 - \$4,279.00
RANGE C: \$4,154.00 - \$5,146.00

LOCATION: **ENERGY DEPLOYMENT AND MARKET FACILITATION OFFICE**
ENERGY RESEARCH AND DEVELOPMENT DIVISION
SACRAMENTO, CA

FINAL FILING DATE: UNTIL FILLED

DUTIES/RESPONSIBILITIES: The goal of the R&D Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent will perform responsible, varied and complex technical and analytical work. The incumbent performs at the full journey level. The goal of the R&D Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable of advanced clean energy technologies and their complex relationship related to environmental issues.

WORKING CONDITIONS: The incumbent primarily works in an indoor office and meeting room setting involving sitting, standing, and walking as well as sitting for long periods of time. Travel is required to conduct project site visits, attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

DUTIES AND RESPONSIBILITIES:

- Technology Analysis. Develop, prepare, review and present technical analyses related to Deployment and Market Facilitation activities for meeting the state's clean energy goals, on clean energy technologies, and on the effectiveness of the various R&D program areas. Responsibilities will include evaluating project proposals, analyzing project plans, deliverables, and milestones, presenting relevant project information to management, and preparing project information to show case impacts of the projects through various media platforms. Further responsibilities will include preparation of technical project concepts, plans, and milestones. Respond to requests for assistance and information from project proponents and others interested in energy policy and technologies. Organize, prepare, develop presentations and lead workshops; write technical papers, research roadmaps and case studies for the Energy Commission.

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- Contract and Project Management. The incumbent oversees funding agreements, work statements, individual work authorizations, budget, schedules for individual projects, measurable technical and economic objectives to determine project success and ensuring projects are in compliance with scope of work; prepares other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews contractor's monthly progress reports and prepares an evaluation of the project; audits, processes and verifies invoices; conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and Energy Commission management on the status of the project.
- Solicitation Management. Lead and assist in Deployment and Market Facilitation Office contract solicitations including developing solicitation business processes, preparing solicitation documents; preparing task activities and schedules; and reviewing and evaluating proposals. Activities will also include developing methodologies to evaluate benefits from solicitations, developing and writing solicitation documents, assisting in conducting bidders' conferences, developing written summaries of evaluations prepared by consultants and state leads, and presenting proposed awards to management and Commissioners for approval.
- Forecasting and Fiscal Reporting. Review and inform management on forecasted expenditures and available funding balances for various contracts. The incumbent provides fiscal information to management for resource allocation work plans and budget change proposals. These duties will require the incumbent to be familiar with relational databases and spreadsheet software.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Ability to communicate effectively and be able to relay complicated information in a simple, consumer-friendly manner
- Excellent interpersonal and team leadership skills
- Ability to work with other offices within the Division and other Divisions within the Commission on interdisciplinary projects
- Ability to effectively write and edit technical program information

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter. Will consider a Training and Development (T&D) Assignment.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.) in the "Explanation Section" of the STD 678.** A separate application is required for each position.

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Resumes are welcomed but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

Please Note: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

Prior to appointment to an Energy Analyst classification, applicants will be required to pass an energy-related written technical assessment test.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #350-516
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922